



IN REPLY
REFER TO

DESC-PLC

DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
8725 JOHN J. KINGMAN ROAD, SUITE 4950
FORT BELVOIR, VA 22060-6222

23 JUN 1998

Mr. David Clonts
Vice President
U.S. Bank Government Services
1400 Eye Street, NW, Suite 530
Washington, D.C. 20005

Subject: GSA Contract Number GS-23F-98002
DESC Task Order Number UA01

Dear Mr. Clonts,

The Department of Defense (DoD) is pleased to award the enclosed task order for fleet card services to U.S. Bank. We look forward to a long-term partnership with U.S. Bank. DoD's implementation team will be contacting you soon to discuss the next steps in our successful transition. DoD has appointed me as DoD's Task Order Coordinator; I may be reached at (703) 767-9543.

Sincerely,

EDWARD A. MUNNS, JR.
Contracting Officer
Ground Fuels Division II
Direct Delivery Fuels

Enclosure:



**DEFENSE ENERGY SUPPORT CENTER (DESC)
STANDARD TASK ORDER (DoD FLEET)
GS-23F-98002, UA01
U.S. BANK, GOVERNMENT SERVICES
1400 EYE STREET, NW, SUITE 530
WASHINGTON, D.C. 20005**

1. SERVICES REQUIRED:

- All core requirements as specified in the master contract for the fleet business line. The Department of Defense (DoD) requires stand-alone fleet card services.
- Refunds offered are based on the aggregate volume, payable to each unit at the frequency specified in the master contract. Productivity refunds are based upon individual unit performance.

2. DATE OF ORDER: The DoD Standard Task Order effective date is November 30, 1998. However, the contractor and DoD are authorized to commence transition and program management implementation upon receipt of DoD's Task Order Award. Implementation dates are defined in the GSA Master Contract.

3. GSA CONTRACT NUMBER: GS-23F-98002, US BANK, Government Services

4. DESC TASK ORDER NUMBER: UA01

5. PERIOD OF PERFORMANCE: November 30, 1998 through November 29, 2000, with three one (1) year options to renew; followed by an additional five one (1) year options to renew which are contingent upon exercising of the master contract option periods.

6. ACCOUNTING AND APPROPRIATION DATA: As specified by each authorized user. Authorized users will be identified by DESC.

7. PURCHASING HISTORY: As shown in the master contract exhibits.

8. PRIMARY POINTS OF CONTACT AND ACTIVITIES AUTHORIZED TO ISSUE ORDERS AGAINST THE TASK ORDER:

A. DESC shall be responsible for designating the DoD activities and tag-along entities authorized to issue orders against the task order. Tag-along agencies/organizations will designate a Task Order Coordinator for their agency/organization. DESC's Contracting Officer shall issue all task order modifications. Only the DESC Contracting Officer may change the terms and conditions of the task order.

DESC Points of Contact:

Laura Herms
Contract Specialist
Ground Fuels Division II
(703) 767-9554 / DSN 427-9554
Fax: (703) 767-8506 / DSN 427-8506
email: lherms@desc.dla.mil

Edward A. Munns, Jr.
Contracting Officer
Ground Fuels Division II
(703) 767-9543 / DSN 427-9543
Fax: (703) 767-8506 / DSN 427-8506
email: emunns@desc.dla.mil

THIS TASK ORDER IS AVAILABLE ON DESC'S WEBSITE: <http://www.desc.dla.mil>
All updates will be posted to the DESC Home Page.

B. The activities listed on Attachment 1 are authorized to issue orders against this task order.

C. Activities not listed in Attachment 1, but are authorized DoD users of the Fleet Credit Card, should contact the DESC point of contacts listed above for the proper procedures.

D. Training: The following training support will be provided:

- On-site training
- Training Guides
 - Card use instructions
 - Program Coordinator Guide
 - Billing Office Guide
 - Dispute Office Guide
- Voyager Merchant Network Guide
- Software Guides
 - C.A.R.E.
 - Fleet Pro

All training guides will be accessible from the I.M.P.A.C. Website (www.usbank.com/impac) and can also be downloaded and printed if a hard copy is desired. If your agency does not have access to the Internet, printed copies are available.

9. AGENCY ORGANIZATIONAL STRUCTURE: DESC is the program manager and policy oversight office for the DoD Fleet Card. The number of active regional and/or major command offices authorized to issue orders against the task order may vary and are listed in Attachment 1. Agency points of contact are provided in Attachment 1 and are incorporated by reference into the task order.

10. CARD DESIGN:

- Provisions for service card design and operation are required for activities pursuing undercover/classified missions.
- The basic card designed will be as stipulated by the General Services Administration.

11. TAG-ALONG AGENCY ORGANIZATIONAL STRUCTURE: Organizational structures for tag-along agencies/organizations will be provided to the Contractor as tag-along agencies are added to the task order through task order modification.

12. SERVICES REQUIRED:

A. Core Requirements: As specified in the master contract and as summarized in the GSA PROGRAM GUIDE (4/9/98), below:

CLIN	DESCRIPTION	UNIT OF ISSUE	REFUND
BA.0001 BA.1001 BA.2001 BA.3001 BA.4001 BA.5001	Fleet Card (non-integrated)	Net Charge Volume	6 Basis Points

The Contractor, at its expense, shall provide any associated software and communication connection to allow agencies to connect with the system. The electronic method of access must be compatible with a variety of computer systems (including personal computers and mainframes) and must be provided at the Contractor's expense, to each agency level. This does not include providing to the requesting agency any underlying operating system, commercially available web browser software, or computer hardware or providing any instruction on how to use the underlying operating system or computer hardware. For access through modem, the Contractor shall provide each requesting agency the appropriate communications parameter information and any necessary procedural information (e.g., baud rate, function keys, screen sequences). The contractor shall provide the file layout for each file as requested by the agency. The electronic access system shall provide electronic access to each participating A/OPC to enable program implementation and program management.

- Two way communication
- Level 3 program and transaction data
- Complete transaction data received from merchants
- Security of program and transaction data
- Higher levels of security for reviewing detailed transaction data or making changes
- Lower levels of security for obtaining program forms, training materials, etc.
- Menu-based functions in a Windows-like environment

- Develop, maintain, and update information on program forms on a monthly basis and report agency contact points
- Submittal of program forms
- Account set-up
- Account maintenance
- Activating/Deactivating of cards
- Renewal of cards
- Updating authorization controls
- Downloading statements of account
- Downloading invoices
- Master file data
- Review and manipulate all captured transaction information including sorting data by any field; filtering out unnecessary information
- Edit account allocation manually
- Split transaction amounts into sub-units for multi-account allocation
- Summary roll-up, review and manipulation at different levels
- Automatic default cost allocations for each transaction*
- The account code is sufficiently long to accommodate the accounting string of any agency (maximum 64 digits)
- Ability of the A/OPC to override the default code
- Downloading and accessing of Standard Commercial Reports
- Downloading and accessing of GSA Contracting Office reports
- Generate ad hoc reports with any and all data elements
- Connectivity that facilitates electronic information sharing**
- Download data from the system and automatic creation of batch upload files containing accounting data to agency internal accounting systems***
- Dispute and track transactions
- Availability is 24-hours a day, every day of the year
- Streamline functions and improve efficiencies (e.g., front-end, back-end processes)

*Automatic default cost allocations for each transaction to include the ability to assign an account code to each transaction as determined by the A/OPC automatically; to assign a code based on the vendor, vendor category, cardholder or any combination of these fields

**Connectivity facilitates electronic information sharing among agencies including the ability to allow multiple users concurrent access to the application and allow data via a local or wide area network (LAN/WAN); the ability to send statements to cardholders via electronic mail; and a wide variety of connectivity options necessary to electronically link participating hierarchies of the agency using the agency's preferred technology –including LAN, WAN, client/server, Internet, and e-mail.

***Download data from the system and automatic creation of batch upload files containing accounting data to agency internal accounting systems to include, at a minimum, a contractor-provided custom interface file to any integral system(s) designated by the agency. The custom interface file is readily imported into the agency's system with no interaction or special programming or manual entry of transaction data required on the part of the agency.

B. Merchant Acceptance: 50 states, District of Columbia (DC), Puerto Rico, Guam, all the US Territories, and international.

C. Fleet Acceptance: Vehicle, Vehicle Maintenance, Alternative Fuel, and On-Site Fueling.

D. Value Added:

(1) The following value-added services are required. Pricing for the following is the same as listed in the GSA Program Guide (dated 5/12/98).

CLIN	DESCRIPTION	UNIT OF ISSUE	PRICE
BA.0002(a) BA.1002(a) BA.2002(a) BA.3002(a) BA.4002(a) BA.5002(a)	Additional Authorization Controls	Per Card	\$0
BA.0002(b) BA.1002(b) BA.2002(b) BA.3002(b) BA.4002(b) BA.5002(b)	On Site Fueling Software Authorizations Reporting Agency/Organization/3 rd Party Data File	Per Account Per Transaction Per Transaction Per File	\$0 \$0.06 \$0.09 \$0
BA.0002(l) BA.1002(l) BA.2002(l) BA.3002(l) BA.4002(l) BA.5002(l)	Convenience Services Roadside Assistance	Per Service Call	Cost of Repair provided plus \$5.00 transaction fee
BA.0002(m) BA.1002(m) BA.2002(m) BA.3002(m) BA.4002(m) BA.5002(m)	Card sleeves	Per Card	\$0

(2) Pricing for the following is the same as listed in the GSA Program Guide (dated 5/12/98). DESC and tag-along agencies/organizations reserves the right to negotiate and add any value-added product and service to the task order throughout the period of performance.

CLIN	DESCRIPTION	UNIT OF ISSUE	PRICE
BA.0001(b) BA.1001(b) BA.2001(b) BA.3001(b) BA.4001(b) BA.5001(b)	Customized Services Programmer	Per Hour	\$120
	Hybrid Card Labor Categories		
	Program Manager	Per Hour	Base - \$107.06 Option 1-5 - \$120.01
	Technical Manager	Per Hour	Base - \$101.71 Option 1-5 - \$114.01
	Systems Analyst	Per Hour	Base - \$79.23 Option 1- 5 - \$88.81

CLIN	DESCRIPTION	UNIT OF ISSUE	PRICE
	Technical Specialist	Per Hour	Base - \$69.59 Option 1-5 - \$78.01
	S/W System Designer	Per Hour	Base - \$65.31 Option 1-5 - \$73.21
	Systems Engineer	Per Hour	Base - \$64.23 Option 1-5 - \$72.00
	Function Analyst	Per Hour	Base - \$53.52 Option 1 - 5 - \$60.00
	Senior Programmer	Per Hour	Base - \$53.52 Option 1 - 5 - \$60.00
	Junior Programmer	Per Hour	Base - \$36.40 Option 1-5 - \$40.80
	Technician	Per Hour	Base - \$33.19 Option 1-5 - \$37.20
BA.0002(c) BA.1002(c) BA.2002(c) BA.3002(c) BA.4002(c) BA.5002(c)	Stored Value		Not Authorized for DoD Fleet
BA.0002(e) BA.1002(e) BA.2002(e) BA.3002(e) BA.4002(e) BA.5002(e)	Optional ATM Access Government Funded		Not Authorized for DoD Fleet

BA.0002(f) BA.1002(f) BA.2002(f) BA.3002(f) BA.4002(f) BA.5002(f)	Optional Convenience Checks Return Check Fee Stop Payment Fee		Not Authorized for DoD Fleet
BA.0002(i) BA.1002(i) BA.2002(i) BA.3002(i) BA.4002(i) BA.5002(i)	Hybrid Card		For Future Consideration

NOTE: Refueling aircraft using the Fleet Card is not authorized for DoD. Contact DESC-PH for consideration of into-plane contract/Air Card issuance. TEL: 703-767-8500 or DSN 427-8500.